

UNDERGRADUATE GRADING OPTIONS

Spring 2025

PASS/FAIL

DATE	INSTRUCTIONS
By February 14, 2025	Complete a Pass/Fail Form with student, advisor, and instructor signatures . Return the signed form to the Office of the Registrar.
After February 14, 2025	Complete a Pass/Fail Form with student, advisor, and instructor signatures , and a Petition to the Administrative Board . Return signed forms to adboard@simmons.edu or the Office of the Registrar.

FORMAL AUDIT

DATE	INSTRUCTIONS
By February 14, 2025	Complete a Formal Audit Form with student, advisor, and instructor signatures . Return the signed form to the Office of the Registrar.
After February 14, 2025	Complete a Formal Audit Form with student, advisor, and instructor signatures , and a Petition to the Administrative Board . Return signed forms to adboard@simmons.edu or the Office of the Registrar.

This information applies only to the Spring 2025 semester, and only to Undergraduate students. Graduate students should speak with their advisor or Program Director for audit policy and procedures.

Electronic signatures sent to registrar@simmons.edu are an acceptable substitute if an advisor or instructor cannot sign a form physically.

For all questions regarding billing, refunds, and financial aid, please contact Student Financial Services at sfs@simmons.edu or 617-521-2001.